



GRANADA SANITARY DISTRICT
OF SAN MATEO COUNTY

MINUTES
BOARD OF DIRECTORS
SPECIAL & REGULAR MEETINGS
July 17, 2008

CALL SPECIAL MEETING TO ORDER : The Special Meeting of the Board of Directors of the Granada Sanitary District was called to order by President Woren at 6:37 p.m.

ADJOURN TO CLOSED SESSION

1. **Conference with Legal Counsel – Exposure to Litigation (Government Code Section 54956.9(b), two potential cases).**
2. **Conference with Legal Counsel – Possible Initiation of Litigation (Government Code Section 54956.9(c), three potential cases).**
3. **Conference with Real Property Negotiator, Chuck Duffy (Government Code Section 54956.8).**
Negotiating parties: San Mateo County Harbor District and Granada Sanitary District, property under negotiation: APN 047-262-010.
4. **Conference with Labor Negotiator Chuck Duffy and Board of Directors.**
Unrepresented employee: District Administrator.
5. **Public Employee Performance Evaluation: District Administrator.**
6. **Conference with Labor Negotiator Chuck Duffy and Board of Directors:**
Unrepresented employee: Administrative Assistant.
7. **Public Employee Performance Evaluation: Administrative Assistant.**
Granada Sanitary District v. McElherron – San Mateo County Superior Court Case No. CV 417713
 - v. **Peter and Pamela Josselyn - San Mateo County Superior Court Case No. CV 417718**
 - v. **Peter Josselyn - San Mateo County Superior Court Case No. CV 417723**

RECONVENE TO OPEN SESSION

President Woren announced that the Board took no reportable action in Closed Session.

CALL REGULAR MEETING TO ORDER :

The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order by President Woren at 7:37.

ROLL CALL: Directors: President Leonard Woren, Vice President Ron Fenech, Secretary Ric Lohman, Treasurer Gael Erickson, Board Member Matthew Clark.

Staff: General Manager Chuck Duffy, District Administrator Delia Comito, and District Counsel Jonathan Wittwer.

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

1. Consideration of Application for Relief from Mandatory Garbage Collection - Applicant: Susan Guthrie Evans, Address: 622 Sonora, El Granada.

The applicant is requesting relief because she is only a part-time resident of El Granada, and that any garbage generated by her household is disposed of at her primary residence in Mountain View. Proof of payment for trash removal service at her primary residence was provided.

ACTION: Director Erickson moved to approve the request for relief from mandatory garbage collection with a condition that she notify the District if she vacates the premises. The applicant will still be responsible for her delinquent bill outstanding. (Erickson/Lohman) Approved 5-0.

2. PUBLIC HEARING: Consideration of a Resolution Adopting the Sewer Service Charge Report for Fiscal year 2008-2009 and the Delinquent Garbage Account Report for Fiscal Year 2007-2008, and Authorizing the Collection of Said Charges on the San Mateo County Tax Roll.

President Woren opened the public hearing for comments. Staff reported that no written correspondence had been received concerning this item.

ACTION: Since no public was in attendance, Director Lohman moved to close the public hearing. (Lohman/Clark) Approved 5-0.

ACTION: Director Clark moved to approve the resolution as presented. (Clark/Fenech) Approved 5-0.

3. Consideration of District Personnel Policy.

District Counsel explained that the included personnel policy is necessary because the District is now employing staff as district employees, rather than as contract labor. He also discussed several minor changes to the policy.

ACTION: Director Erickson moved to approve the District Personnel Policy as amended. (Erickson/Clark) Approved 5-0.

4. Consideration of Appointing Delia Comito to the Position of District Administrator.

ACTION: Director Clark moved to appoint Delia Comito to the Position of District Administrator. (Clark/Lohman) Approved 5-0.

5. Consideration of Appointing Erin Brazil to the Position of Administrative Assistant.

ACTION: Director Lohman moved to appoint Erin Brazil to the Position of Administrative Assistant. (Lohman/Erickson) Approved 5-0.

6. Consideration of District Staff Salary Resolution.

The General Manager recommended that the District Administrator's annual pay be set at \$63,024, and the Administrative Assistant's pay be set at \$19 per hour. Both rates are effective as of April 1, 2008. District Counsel also suggested deleting the last two sentences in the Administrative Assistant paragraph.

ACTION: Director Clark moved to approve the resolution as amended above. (Clark/Fenech) Approved 5-0.

7. Consideration of CalPERS Retirement System for District Employees.

After general discussion, the Board approved initiating the CalPERS retirement benefit package based on the following considerations: 1) 2% at 55; 2) both the district's and the employee's yearly contribution (totaling approximately 15% of salary) will be paid by the District; and 3) the side fund costs for prior years service (approximately 11% of salary) will be funded by the District.

ACTION: Director Fenech moved to approve initiating the CalPERS retirement benefit package as outlined above. (Fenech/Lohman) Approved 5-0.

8. Consideration of Application to LAFCo for Possible Reorganization into a Community Services District and Possible Action on Related Matters.

The General Manager provided a review of the previously submitted application to LAFCo, as well as revisions made since that time. Rather than immediately resubmitting the application, he suggested that the District gather input from affected agencies such as the County Parks Department, the City of Half Moon Bay, LAFCo, and other stakeholders. This would provide for an inclusive approach to providing the mid-coastside with needed parks and recreation services. The Board agreed with this approach and asked staff to move forward with arranging these meetings.

9. Consideration of Sewer Authority Mid-Coastside Proposed Project and Budget - Wet Weather Storage Project.

General Manager Chuck Duffy reported on his meetings with the MWSD and the GSD ad hoc committees to discuss this project. He suggested that the project be constructed in phases to reduce the financial impact on the affected agencies, while still addressing the potential wet weather overflow issues. The recommended project consists of constructing two 700 foot long, 60 inch diameter pipes outside the Portola Pump Station to provide wet weather storage capacity, as outlined in the selected pages from the original Carollo Engineering report. As future connections

occur, additional pipe storage can be added as necessary. The project has a rough estimated cost of approximately \$2 million dollars. Mr. Duffy further recommended that the item be agendaized at the next SAM meeting with a more detailed project description and budget, so it can be sent to the three SAM member agencies for consideration in accordance with the JPA agreement.

ACTION: Director Lohman moved to approve the project in concept as outlined above, and to request that SAM staff start the environmental review process based on the new project description. (Lohman/Clark) Approved 5-0.

10. Consideration of Approving Director Woren's Attendance at the CASA 53rd Annual Conference and Reimbursement of Related expenses.

Director Woren has decided not to attend the conference, so no action was taken.

11. Consideration of District Anniversary Event.

The item may be combined with the planned El Granada anniversary celebration.

12. Proclamation Commending Montara Water and Sanitary District on 50 Years of Exemplary Public Utility Service.

Director Woren will draft a proclamation for consideration at the next meeting.

CONSENT AGENDA

13. Approval of Special & Regular Meeting minutes for June 19, 2008.

14. Approval of July 2008 warrants totaling \$148,781.78 (Checks 3084-3116).

15. Approval of Assessment District distribution #1-08/09 for \$4,368.82

16. Approval of June 2008 Financial Statements.

ACTION: Director Lohman moved to approve the consent agenda.
(Lohman/Clark) Approved 5-0.

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

17. Sewer Authority Mid-Coastside.

Director Lohman reported that the SAM board still had not elected a chairperson.

18. Report on other seminars, conferences, or committee meetings.

Director Erickson reported on the Statewide Recycled Water Policy meeting.

INFORMATION CALENDAR

19. Attorney's Report.

20. Treasurer's Report.

21. General Manager's Report.

22. Administrator's Report.

23. Engineer's Report.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 10:56.

SUBMITTED BY:

Chuck Duffy, General Manager

APPROVED BY:

Ric Lohman, Secretary

Date Approved: August 21, 2008